

**IDAHO DEPARTMENT OF PARKS AND RECREATION (IDPR)
GRANT APPLICATION**

Review instructions carefully before completing this application.

*******Use the space provided on this form only.*******

IDPR Use Only

Rec'd by: _____

Date: _____

Applicant Agency: _____

Address: _____

City

Zip

Contact Person: _____

Name

Title

Address: _____

City

Zip

Phone: _____ Fax: _____ E-Mail: _____

County (where project is located): _____

Common name of project: _____

Project Location (state highway, area or body of water nearest to the site location and proximity to the nearest town or physical address, UTM or Latitude/Longitude coordinates if applicable):

IDPR Program from which you are applying for funds:

☐ Waterways Improvement Fund (WIF)

☐ Recreational Vehicle Account (RV)

☐ Off-Road Motor Vehicle Fund (ORMV)

☐ Recreational Trails Program (RTP)

☐ Other _____

Briefly describe the overall grant project: _____

It is hereby mutually agreed and understood that the use of these funds will be for the purposes stated in this document only and are subject to the terms of the current Idaho Department of Parks and Recreation's Grant Agreement for this project, as signed by the authorized individuals. It is also understood that the applicant will comply with the appropriate Recreation Program rules as they now exist. Applicants that receive grants involving federal funds must comply with requirements as outlined in the Office of Management and Budget Circular A-133.

Signature of Authorized Representative

Date

Typed or Printed Name

Title

FOR WATERWAYS IMPROVEMENT GRANTS ONLY

The County Waterways Committee agrees and understands that this application meets the county's waterways improvement planning requirements.

County Waterways Committee or County Commissioner

Date

1) JUSTIFY THE NEED AND DEMAND FOR THE PROJECT:

Describe the **EXISTING** use (*Waterways, RV, ORMV, and/or other*) in the area and the **POTENTIAL** use expected with the development of this project. (Include user days, number of users during high use, etc.) Describe the current deficiencies and how they will be met with the development of this project. Why is this project needed?

2) PROJECT URGENCY: Describe the urgency of this project due to potential resource damage, or other impacts that may cause an opportunity to be lost if no action is taken. If this project is not funded, what affects will it have?

3) SCOPE OF WORK:

- a. Describe what the grant funds will be used for. Describe the project planning. Explain, in detail, what will be accomplished, including the number of units, timetable, etc.

(IMPORTANT: *Construction drawings or conceptual plans must be attached to this application. Please do not use anything larger than 11x17 size paper.*)

- b. Have you discussed this project with IDPR staff and/or the respective advisory committee member? Please list the IDPR staff or committee member:

☐ Please check this box if
you attended a grant
workshop hosted by
IDPR

4) PROJECT IMPACT -

A. How does the project create opportunities not currently available?

B. How does the project address public health and safety issues?

C. Is this part of a phased project?

5) PLAN OR SURVEY - Is this project included in an outdoor recreation plan or survey? How does this project relate to the recommendations of the plan?

- 6) OUTDOOR RECREATION OPPORTUNITIES** - Does the project provide:
- ☐ New access to public outdoor recreation opportunities
 - ☐ Protection of existing access to public outdoor recreation opportunities
 - ☐ None of the above

Please explain how this project provides new access or protects existing access:

7) LEGISLATIVE INTENT - How does this project reflect the purpose of the program from which you are applying for funds? (Please refer to legislation or description of program in IDPR Financial Resource Guide.)

8) MAINTENANCE, OPERATION, AND PUBLIC INFORMATION - Describe provisions for ongoing maintenance, operation, and public information/education of the project (*Who will be responsible for the maintenance, operation, and public information and what is the annual budget?*)

9) OBLIGATED MATCHING FUNDS - Explain the source, amount, and give a description of matching funds obligated to the project:

CONTRIBUTOR	AMOUNT	DESCRIPTION
TOTAL		

*Provide letter(s) of commitment or other documentation to verify the match from **each** contributor.*

10)BUDGET

Project Name: _____

		Source of Funding		IDPR Use Only
Itemized Project Components	Total Cost	Matching Share	Grant Request	Amount Approved
TOTALS				
% of TOTAL	100%	%	%	%

For IDPR Use Only
Grant #

The following questions are for administrative use and must be completed to establish eligibility of project.

A. ACCESSIBILITY - Does the project comply with accessibility requirements as stated in the Uniform Federal Accessibility Standards, Americans with Disabilities Act Guidelines, or Uniform Building Code? ____ Yes ____ No *(Include construction drawings or conceptual plans to support accessibility. Please do not use anything larger than 11x17 size paper.)*

B. SITE DESCRIPTION - Describe the site as well as the surrounding area. Explain the compatibility of the project to the site. *(Include site location map, scale site plan including boundary and utility information, if available.)* Be specific.

C. PROJECT DESIGN - Who will design and/or engineer this project? Is the person/company licensed?

D. PROJECT PERIOD - When will the project be started and completed?

Estimated Project Start Date: ____ / ____ / ____

Estimated Project End Date: ____ / ____ / ____

Do not begin on your project or incur costs until notified by IDPR staff.

E. PROJECTED LIFE OF THE PROJECT -

- ☐ 1-5 years
- ☐ 6-10 years
- ☐ 11-15 years
- ☐ 16-20 years
- ☐ 20+ years

F. USE FEE - Will a fee be charged for use of or access to this project?

____ Yes ____ No

If Yes, justify the need to charge and specify the amount, to whom the fee will apply, and how the collected fee will be used. Be specific.

G. PUBLIC INVOLVEMENT - Describe the public involvement process (*in detail*) used in the planning of this project and the results of the input (*attach necessary documentation*). **If your project will impact fish and/or wildlife, the Idaho Department of Fish and Game must be notified.**

H. PERMITS - Does this project require any necessary permits or National Environmental Policy Act (NEPA) documentation? ____Yes ____No

If Yes, ____ the permits have been obtained (*attach copy*)

____ the permits have been applied for

____ the permits have not been applied for

____ the approved NEPA documentation is complete (*attach copy*)

If Yes, please identify the permits that will be required: _____

I. APPLICANT OWNERSHIP - Describe ownership of the project site:

____ The application is for equipment/service (*land ownership is not required*).

____ Applicant owns land (*attach a copy of Fee Simple Title*)

____ Applicant has a Management Agreement or Memorandum of Understanding with the legal landowner/management agency. (Attach copy of MOU and letter of support from landowner)

____ If ownership is different from above, describe specifically:

J. For *Recreational Trails Program* Grant Applications ONLY

Project Name _____

INSTRUCTIONS:

This survey is a requirement for funding from the Federal Highway Administration (FHWA) and the Recreational Trails Program. Please complete all items. Only those projects selected for funding will be submitted to the FHWA for their approval. **Please note that any answer enclosed by a box ☐ requires further explanation (on a separate sheet).**

1. Land Use

a. Briefly describe the land use in the project area. Attach a land use map if needed.

b. Is the project consistent with management/development plans for the area? Yes ____ No ☐

Name of Plan _____

2. Socioeconomics

Will the proposed project *positively or negatively impact, or have no effect* on any of the following?

a. Health/Education Facilities	+	no effect	-- <input type="checkbox"/>
b. Emergency Service Providers	+	no effect	-- <input type="checkbox"/>
c. Public Utilities	+	no effect	-- <input type="checkbox"/>
d. Residential Area	+	no effect	-- <input type="checkbox"/>
e. Handicapped, Minorities, or Elderly	+	no effect	-- <input type="checkbox"/>
f. Local Tax Base	+	no effect	-- <input type="checkbox"/>
g. Economic Activity	+	no effect	-- <input type="checkbox"/>

3. Natural Resources

a. Are any of the following in the project area? (*please check*)

Streams	____	Floodplains	____	Wild and Scenic Rivers	____
Rivers	____	Lakes	____	National Natural Landmarks	____
Wetlands	____				

b. Will the project permanently or negatively impact the following?

Soil Erosion or Sedimentation Yes ☐ No ____ Wildlife and Wildlife Habitat Yes ☐ No ____

4. Historic and Archeological Resources

a. Will the project have an effect on historic or archeological resources? Yes ☐ No ____

b. If the project has an effect on historic or archeological resources, Yes ☐ No ____
has the effect been coordinated with the State Historic Preservation Office?

5. Hazardous Wastes

Is there any potential for involvement with hazardous wastes? Yes ☐ No ____

6. Noise

Is there potential for the project to have a noise impact on surrounding land uses? Yes ☐ No ____

7. Air Quality

Will the project have an adverse impact on air quality? Yes ☐ No ____

Application Process

INSTRUCTIONS FOR COMPLETING THE IDPR GRANT APPLICATION

It is important that you review these instructions prior to preparing your application. Completed applications (1 original and 10 copies/program, with original photos and maps.) are to be submitted by **5:00 p.m., the last Friday in January** to:

Idaho Department of Parks and Recreation
ATTN: Grants Program
5657 Warm Springs Ave.
Boise, ID 83716

IMPORTANT:

- ✦ **Use only the space provided on the application form.**
- ✦ **The only attachments should be items such as maps, photos, construction drawings, etc. Place attachments after the application.**
- ✦ **Maps and construction drawings are limited to 11x17 paper.**
- ✦ **No cover letters.**
- ✦ **Please staple the application only. No paper clips or other binder clips. Please do not bind application or use three-ring binders or report covers with clasps.**

Applicant - Any public agency applying for IDPR grant funds. (For ORMV and RTP funds only - private groups are also eligible.)

Address - The address of the applicant/agency.

Contact Person - The person who will be managing the grant (if awarded), title, address, phone number, fax number, and e-mail address. This person should be able to answer questions on all aspects of the grant (i.e., construction or financial status).

County - the County in which the project is to be located.

Common Name of the Project - Give the most common name of the site/project.

Project Location - Give a **brief** description of the location of the site. Give physical address or waypoint data in either UTM or Latitude/Longitude coordinates if applicable.

IDPR Program - Check the program from which you are applying for grant funds.

Briefly Describe the Overall Grant Project - Give a **very brief** (one sentence or outline) explanation of the project.

Signature – All applications must be completed and bear an original signature in ink (preferably blue ink). The authorized representative is the individual representing the applicant with the authority to sign contracts and agreements. Authorized representatives are: City Agency – Mayor; County Agency – County Commissioner; Forest Service – Forest Supervisor, Bureau of Land Management - Area Supervisor, Non-Profit Organization – President. Fill in the date of the signature, type in the name of the Authorized Representative and his/her title.

For Waterways Improvement Fund Grant Applicants Only -

SIGNATURE OF COUNTY WATERWAYS COMMITTEE CHAIRMAN OR COUNTY

COMMISSIONER: All applications for construction **MUST** have the signature of the chairman of the County Waterways Committee or a County Commissioner. No waterways improvements will be constructed in any county of the state without this approval. The signature does not obligate the county to any legal responsibilities regarding non-county applications. The signature certifies compliance with the Idaho Code and ensures that the application meets the county's waterways improvement planning requirements.

1. Justify the Need and Demand for the Project: Describe the *current* use of the project site and what the use will be if this project is funded. Indicate the *types of users who will benefit* from the project. Explain the deficiencies, the need for the project and how you determined them. (Photos, aerial photos, maps, etc. are helpful.) Describe how this project will *meet the needs and demands of the users* and how it will benefit the primary user group from the specific grant program.

2. Project Urgency: If this project is not funded what affects will it have?

3. Scope of Work: **A.** Give a *detailed* description of the work that will be accomplished in this grant. Explain who will do what, the process in which it will be accomplished, the number of units to be constructed, the time table and any other information which explains the project *Do not assume the evaluation committee is familiar with the proposed project.* Construction drawings or conceptual plans **must** be submitted with this application. **B.** If you contacted Idaho Parks and Recreation staff and/or an advisory committee member about your project, list the person's name.

4. Project Impact:

- A. Explain if this project creates new opportunities not currently available.
- B. Explain how this project addresses public health and safety issues.
- C. Explain if this project is part of a larger project currently underway.

5. Plan or Survey: If this project is in a current plan or survey, please describe how it is reflected and give the title of the plan or survey, the date it was issued, and the agency who sponsored the plan or survey.

6. Outdoor Recreation Opportunities: Check the appropriate box and explain.

7. Legislative Intent: Explain how this project reflects the legislative intent of the program from which you are applying for funds (see program fund descriptions).

8. Maintenance, Operation, and Public Information/Education: Explain who will be responsible for the maintenance, operation and public information of this project, and what budget is committed for routine maintenance of the project. Also explain if public information and/or education will be provided at the site.

9. Obligated Matching Funds: IDPR grant programs now require a 50% match to all grants requesting equipment. *Labor cannot be used as a match for equipment.* All other requests (except RTP & LWCF) do not require match, however matching funds are strongly encouraged to show local support of the project. The more match you have committed (cash or inkind), the higher the rating will be in the evaluation process. RTP grants require a minimum of 20% match. At least 5% of the overall project costs must be nonfederal funds. Indian Tribe government funds are considered non-federal. LWCF grants require a 50% non-federal match.

Indicate the match to be contributed to the project. Fill in the donor's name/organization, the amount to be donated, and what the donation is for (i.e., construction labor, equipment, gravel, employee services, etc.).

IMPORTANT: A letter(s) of commitment or other documentation to verify the match must be submitted with the “original” only, from each donor. All match must deal directly with the project in the grant proposal. If the project covers a broad recreational use, do not include the costs of the items that are not related to the application.

Applicants are encouraged to supply their "in-house" engineering, design, labor, and equipment costs as match. However, these are also allowable costs for reimbursement if they are applied for and approved in the application. The rates for donated services should be consistent with those paid for similar work in the applicant's labor market. **ALL MATCH MUST BE DOCUMENTED.**

10. Budget: Itemized Project Components: Fill in the item to be funded (i.e. boat ramp, campground, trail reconstruction) and the **total cost** of the item. **Suggestion:** A written estimate or price quote from a contractor or vendor should be submitted with the application. Then list the **matching share** that is committed for that item and the **grant amount** being requested for that item. (The matching share and the grant amount should equal the total cost of the item.)

Total all the columns at the bottom, making sure that all totals are *correct*. **NOTE:** The total amount of match in question #9 that is committed to the project should equal the total amount of match listed on the budget sheet, question #10. ***Please double-check your addition.***

Eligibility Questions

A. Accessibility - Give proof that the project complies with accessibility standards, if applicable. Submit construction drawings or conceptual plans.

B. Site Description - Explain how the project is suitable to the site. Indicate any unusual existing conditions that would require extensive site preparation. Provide a detailed location map to easily locate the site. On the map, indicate north, the project site and the use of adjacent property. Photos, aerial photos, location maps, engineering plans, etc., are extremely beneficial.

C. Project Design - Indicate who will design and/or engineer this project, if awarded. Indicate if the person/company is licensed.

D. Project Period - Indicate the proposed starting date and estimated date of completion for this project. **Do not begin work on your project until after the project is approved and an agreement signed, or after notice to proceed is given by IDPR staff.**

E. Projected Life of the Project – Check the appropriate box.

Use fee - Indicate if a fee will be charged for the use of this project. Applicants are strongly encouraged to provide free public access and use of projects funded with these grant funds. If you intend to charge a fee, submit justification for the need to charge, the amount, to whom the fees will apply, and for what the fees will be used. Be specific. **NOTE: IDPR Board policy prohibits the charging of fees for use of dump stations constructed with RV funds.**

G. Public Involvement - *PUBLIC NOTIFICATION IS MANDATORY.* Explain what has been accomplished to notify the public of this project. Attach any notices, agendas, public comments, etc. with the “original” only. **If your project will impact fish and/or wildlife, the Idaho Department of Fish and Game must be notified.** Examples of public notification are as follows:

Public meeting: A process of coming together to discuss a common topic. The agenda must specifically list the topic of discussion and a public notice of the meeting must be distributed at least 24 hours prior to the meeting.

Public hearing: A session in which witnesses are heard and testimony is taken. The hearing must specifically list the topic of discussion and a public notice must be distributed at least 24 hours prior to the hearing.

Newspaper/radio/TV advertisement: A public notice published in the press or broadcast over the air.

Direct contact with user groups: Contact by letter, announce at users' meeting, brochure, etc. with the possible users of the project.

National Environmental Policy Act (NEPA): Federal agencies may need to complete National Environmental Policy Act (NEPA) documents and submit an approved copy with the application as required by their agency

H. Permits - Indicate the permits (and/or NEPA documents, if applicable) that are required for the project and the status of each. Submit a copy(s) of the permit(s) or NEPA documents, if available, with the “original” only.

I. Applicant Ownership - Indicate the ownership status and attach proof of ownership or management status of the project site with the “original” only. This will ensure authorized use, project liability, management for the life of the project and legal responsibilities.

J. For Recreational Trails Program (RTP) Applicants Only –

The Federal Highways Administration requires the environmental survey be completed for all projects requesting RTP funds.

Submit one (1) original and ten (10) copies *per program* (with original photos and maps) of the application by 5:00 p.m., the last Friday in January to:

Idaho Department of Parks & Recreation
ATTN: Grant Programs
5657 Warm Springs Ave.
Boise, ID 83716
Phone: (208) 334-4199